

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
AGENDA**

**June 9, 2005
9:00 a.m.**

- **Opening Remarks** Sue 9:00 a.m.
 - Thank you
 - Introductions
 - March 24, 2005 Minutes
- **LIDS Enhancement Updates** Alice 9:05- 9:30
 - **Reconciliation**
 - ✓ Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. *Delayed due to the Forms Maintenance changes. Needs more LIDS user testing - CIDH.* CB 'IT' team to begin working on: 7/1/05.
 - ✓ Financial Reconciliation screen enhancement - Alice Coe, Compensation Board. Committee approved adding a tag to update offenses. CB 'IT' team to begin working on: 7/1/05.
 - **Update Offenses**
 - ✓ **Cindy Angle, Montgomery County.** When updating one offense, give the ability to press Enter, and automatically go to the next offense. Committee approved adding a tag to update offenses. CB 'IT' team to begin working on: 7/1/05.
 - **Reports**
 - ✓ **Restructuring/grouping of Forms Maintenance reports.** Debbie Hamlet, Blue Ridge Regional Jail, reported that when requesting a report (e.g., List by Reason Confined, and List by Reason Released), and presses Enter to continue, system requires her to go back to the Forms Maintenance Menu to view a report. She suggested that LIDS be updated to allow viewing **reports** immediately after pressing the Enter key. Anne Wilmoth, Compensation Board, will review and move June data into the test (CIDH) region to test the new forms. Anything that has not been completed to date has been put on hold until after January 1, 2005 because of COIN development. CB 'IT' team to begin working on: 7/1/05.
 - ✓ **VCC Search Report** - Updated to allow wild card search. CB 'IT' team to begin working on: 7/1/05.
 - ✓ **Possible Error report and the Data Integrity report** - Alter so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue indefinitely, as no ICJIS meetings have been held the past six months. OTN standalone query to be developed for sentencing guidelines. CB 'IT' team to begin working on: 7/1/05.
 - ✓ **Disposition Report to be developed in Forms Maintenance** - Routine, Reconciliation and Inmate Status reports. CB 'IT' team to begin working on: 7/1/05.
 - ✓ **Debbie Hamlet, Blue Ridge Regional Jail** - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth. Anne Wilmoth to create an easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne sent users the definitions via e-mail some time. CB 'IT' team to begin working on: 7/1/05.
 - ✓ **Bobbie Elswick, Gloucester County** - ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. The download forecasting database referenced above will take care of this issue. CB 'IT' team to begin working on: 7/1/05.

LIDS Enhancement Updates (continued)

➤ Reports (continued)

- ✓ **Julia Wallenberg, Chesterfield County** – Viewable and downloadable Tuesday Reports. Committee approved to leave the Tuesday Report as is. An ADP (Average Daily Population) version will be developed. The download forecasting database referenced above will take care of this issue. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Diane Wilson, Rappahannock Reg. Jail** – 7/9/04 Email: Requests modification of Pre-Trial Report to include days & count as it appeared on the old Pre-Trial Report. Committee agreed to add back to LIDS as soon as possible. 1/19/05 Email: Requested Pre-trial Reports to include days & count for monthly Jail Board meeting. Committee agreed that this report modification is to be first priority. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail** – 7/23/04 Email: Request to add a Routine report in Forms to flag or enter any particular date to get updated information on the Tuesday Report. The download forecasting database referenced above will take care of this issue. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Mark Wood, Compensation Board** – 11/10/04 Email: Requests that a Possible Local Ordinance verses State Misdemeanor Report be developed and added in LIDS. Mark continues to receive requests monthly to provide this information. Committee agreed that report is necessary. Report to be developed after 7/1/05.

➤ Disposition Codes

- ✓ **Micah Meadows, Fauquier Co. Jail** – 8/20/03. Email requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates, then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. Currently DOC's cadre report is in hard copy format. Soft form will be available in the future. Change Held by Agreement, Reason Confined '70' to allow a Reason Confined Code '26', Work Release and/or Work Release Jail Contract Bed inmates with State Responsible length included. CB 'IT' team to begin working on: 7/1/05.

➤ Miscellaneous LIDS Enhancements

- ✓ **Ron Wise, Alexandria City** – Re-commit no new charges and non-consecutive days. Can we get the function to accept with just a SSN and/or non-consecutive days entry? Current procedure requires too much information to continue. Committee agreed – this change to be made as soon as possible. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Anne Wilmoth, Compensation Board** – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. Committee approved. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Carol Moye, Prince William/Manassas Regional Jail** – 8/6/04 meeting: Requested a Batch File Layout change for ethnicity. Committee approved. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Jeanne Frink, Page County** – 6/04/04 Email: Requested that LIDS be updated to allow viewing & printing of a particular range (i.e., by year) of adjustments instead of one at a time. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Major Harry Wyatt – Piedmont Reg. Jail** – 7/16/04 Email from Sue Kelly-Graham via Hazel Boatwright: Requests that LIDS be updated to produce a message in Commitment Maintenance when users enter required Country of Birth/Country of Citizenship fields. Committee agreed that if the fields are left blank, U.S. is assumed. Committee approved that a new Foreign Born report be created to search for Country of Citizenship. CB 'IT' team to begin working on: 7/1/05.
- ✓ **Karin Youngblood, Blue Ridge Reg. Jail** – 2/08/05 Email: Suggestion to add Alias Names alert flag in Commitment Maintenance. Committee agreed. Change will go into effect 7/1/05 for online jails. It is too late for batch jails to send change to jail management vendors to make changes effective 7/1/05.
Change for batch jails effective 7/1/06.

➤ **Miscellaneous LIDS Enhancements (continued)**

- ✓ **Kim Hopkins, Pamunkey Reg. Jail** – 10/08/04 Email: Attorney General Jerry Kilgore Transportation Order to Virginia Center for Behavioral Rehabilitation. Committee agreed that Reason Confined Code '35' for court appearance to serve as a witness (DOC Inmate) – no pending charges – should be utilized. Contact Virginia Criminal Sentencing Commission to provide correct PRI offense code for violent sexual predators. *3/25/05: Compensation Board LIDS Advisory Committee members decided that a new adult & juvenile unsentenced Reason Confined Code '38', Violent Sexual Predator for annual court appearance needed to be added to LIDS effective 7/1/05; the June LIDS Newsletter included an article on new Reason Confined Code '38'.*

➤ **New Pre-planned Issues** **Committee 9:30 – 10:30**

- ✓ **Deanna Bray, Fairfax Co.** - 2/16/05 Email: Requests reason confined code indicating court ordered hold only for local drug treatment bed space.
- ✓ **JulieAnn Robertson, Roanoke Co. Jail** – 4/14/05 Email: When the new VCC's are updated July 1, suggest that asterisks not be included beside the sentences with mandatory minimum, and a column be added instead listing the mandatory time for the VCC.
- ✓ **JulieAnn Robertson, Roanoke Co. Jail** – 4/26/05 Email: Request for new FIPS code report to produce current jail roster.
- ✓ **Reginald Tinsley, Richmond City Jail** – 4/21/05 Email: Current Batch Edit Error report.

➤ **Break** **10:30 – 10:45**

➤ **New Pre-planned Issues (continued)** **Committee 10:45 – 11:00**

- ✓ **R. C. Witham, Richmond City Jail** – 5/19/05 Basic LIDS training: Requested that VCC effective dates & end dates be added to 'F1' Help screen.
- ✓ **Frank E. Mardavich, Danville City Jail Farm** – 5/11/05 Memo sent to Oliver Bradshaw via email 5/12/05 by Melissa Haskins. Requests that a report be developed to include check boxes for actual and suspected gang membership and affiliation, along with the jail staff's reason for such report, such as inmate self-reporting, observation of tattoos or gang signs or association with known gang members, etc.

➤ **Issues Forwarded from Last Meeting** **Committee 11:00 am – Noon**

- ✓ **Patty Leonard, Rappahannock Reg. Jail** – 1/31/05 Email: Supreme Court did not set up their codes for local ordinances; receiving the committal for state misdemeanor and the warrants are ordinances. Anne Wilmoth will check with Supreme Court.
- ✓ **Ron Wise, Alexandria City** – 2/24/05 Email: Suggests adding section in LIDS Users Guide for answers to common questions in the form of screen prints. Since Ron Wise was unable to attend the 3/24/05 LAC meeting, this issue was forwarded.
- ✓ **Charlie Gray, Virginia Beach** – 3/02/05 Email: Entering all charges into local JMS's to include other jurisdictions. Requests clarification of this issue in the LIDS Users Guide. Anne Wilmoth will survey other jails to find out the legal ramifications; audit perspective: what have we been doing, and what we should be doing; work towards creating better working relationships between jurisdictions.
- ✓ **Richard Hudson, Franklin County** – 3/15/05 Email: VCC codes used by magistrates, then subject goes through legal process & clerks, courts use different VCC code. Anne Wilmoth will get with the Supreme Court.

• **Lunch Break** **Noon – 1:00 pm**

- **2005 LIDS Conference Update** **Committee** **1:00 – 1:15**
 - Place: Sheraton Richmond West Hotel, 6624 W. Broad Street, Richmond, VA
 - Dates: September 21 & 22
 - Tentative Agenda/Speakers
 - ✓ Immigration & Customs Enforcement – Tae Johnson - Deportation
 - ✓ Department of Corrections – Gary L. Bass - Jail Contract Bed Program
 - ✓ Secretary of the Commonwealth – Patricia Tucker - Extraditions/Fugitive Warrants
 - ✓ Attorney General of Virginia – Joel Hoppe - Interstate Agreement on Detainers
 - ✓ Secretary of Public Safety – Barry Green - Prison & Jail Population Forecasting
 - ✓ Anthem – speaker ? Inmate Insurance Program
 - ✓ Supreme Court of Virginia – Sharon L. Duncan - Magistrates: Virginia Criminal Codes & Offense Tracking Numbers
 - ✓ LIDS updates for 7/1/05 – Anne/Sue ? Legislative budget updates; LIDS enhancements; New LIDS disposition codes
 - ✓ Audit Issues – Parole & probation violators – supporting documentation; most frequent errors; HEM confinements; financial reconciliation; scanned records; audit forms
 - ✓ Question and Answer Session – LIDS Advisory Committee

- **LIDS Advisory Committee Member Requirements/Non-LIDS Technician** **Committee** **1:15 – 1:45**
 - Review current criteria & rules

- **LIDS Advisory Committee Recommendations** **Committee** **1:45 – 2:00**
 - Sheriff Beth Arthur, Arlington County, (letter 11/19/04) recommends Lana Oatman

- **Discuss Quarterly Committee Dates** **Committee** **2:00 – 2:15**
 - August __, 2005 Location?
 - November __, 2005 Location?

- **Deferred Issues**
 - **Anne Wilmoth, Compensation Board** – Requested to discuss automatic jail credits at next meeting. Anne will need users to audit Jail Credit forms. Deferred to November 2005 meeting.
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: Requests more detailed Pretrial Report – add seven (7) categories to Option 4, Pretrial Monthly Statistics. Committee agreed to defer to November meeting.
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: Disposition Code 'FI' - Fined – Can you revisit the determining factors for “disregarding the disposition as of the disposition date” and necessity to do so? Committee agreed to defer to November meeting.
 - **Reginald Tinsley, Richmond City** – 2/22/05 Email: We need the ability to update dispositions to 'BS' – Balance Suspended and not lose the current pay status due to a change in the disposition date. Committee agreed to defer to November meeting.

- **Issues Tabled Indefinitely**
 - Sentence Length Within Sentence Guidelines analysis and program revisions.